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CIA ARCHIVES AND RECORDS CENTER

12 April 1968

16 APR 1968

MEMORANDUM FOR: Chief, Records Administration Branch

SUBJECT : Additional Telephone Service for Suitland Annex

1. Prior to occupying the CIA area at the Federal Records Center in Suitland, Maryland, the Agency made arrangements for two telephones to be installed in this area. Both telephones were placed in the office-processing area and are necessary for the daily operation of the Annex and to receive telephone requests from authorized Agency personnel. At the time this seemed to be adequate; however, as records have been moved into the area, it is found that the telephone ring cannot be heard in the far end of the area.

2. At present the two Suitland Annex employees cannot both work in the far end of this area, one man must stay near the phone. This has cut down on the effectiveness of these personnel.

3. A bell placed in the far end of this area was considered; however, additional advantages can be realized if an extension telephone is installed. These advantages are: 1. When both men are in the far end of the area, they will not have to run 160 ft. to answer the phone and chances are that by the time they get there caller has hung up; 2. Request forms could be kept near the extension phone and requests could be received at this point; and 3. Calls could be made by the Suitland personnel to the A&RC or the other Agency components to get answers to questions that come up in the course of their work without going all the way to the office area.

4. This problem has been discussed with the Chief of the Suitland Federal Records Center, and he has no objections to adding an extension telephone in this area.

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5. The installation of an extension telephone in Suitland has been discussed with [redacted] and the installation cost should not exceed $10.00; and the additional monthly rental should not exceed $1.50 per month. 25X1

6. It is recommended that an extension telephone be installed in the Suitland Annex. (See attachment.)

25X1

[redacted]

ATTACHMENT
As Stated